

**Program Design and Development:
Tracking Sheet**...to record information about
each of your Hearts N' Parks programs.

Log Sheet...to assign and track participants'
identification numbers.

Consent Forms...to inform parents and other
participants of the program's intent.

Performance Questionnaires...to assess
changes in knowledge, attitudes, and practices
regarding heart-healthy eating and physical activity
of children, adolescents, and adults.

- **Prequestionnaires** are used to measure baseline
information of participants before the program begins.
- **Postquestionnaires** are used to measure any
changes possibly due to the program's content.

(See directions on reverse side.)

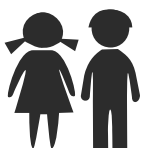
Appendix

How to use the Performance Questionnaires

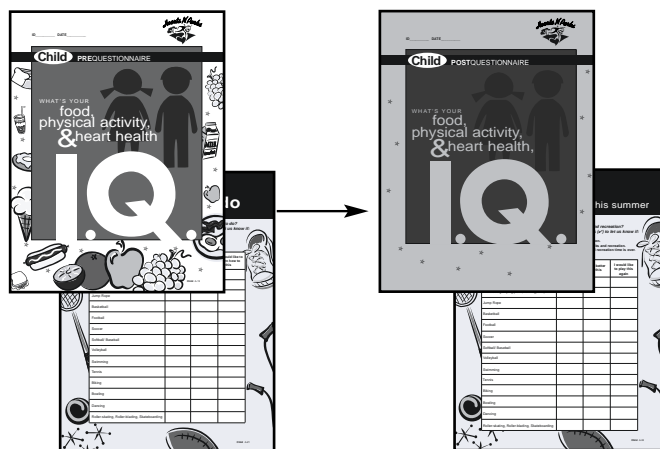
The questionnaires are **grouped by age first**, then by whether they are **pre- or postquestionnaires**.

For example:

1 Child



1. Give one copy of the prequestionnaire to each participant prior to beginning the program.
2. Give one copy of the postquestionnaire after completing the program.



2 Adolescent and Adult



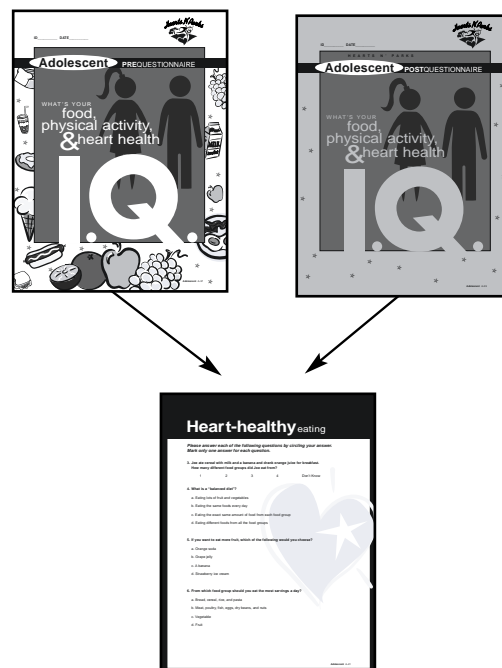
For adolescents and adults, the pre- and postquestionnaires are identical. Therefore, only **one set of questions is provided** along with the appropriate pre- and postquestionnaire cover sheets.

At the beginning of your program, assess the performance of adolescents and adults by doing the following:

1. Reproduce the questionnaire and use the prequestionnaire cover sheet.
2. Give one copy of the prequestionnaire to each participant.

At the end of your program, assess changes by doing the following:

1. Reproduce the same questionnaire and use the postquestionnaire cover sheet.
2. Give one copy of the postquestionnaire to each participant completing the program



Please refer to the *Community Mobilization Guide: 5th P* for more information on how to administer Performance Indicator Instruments.



PROGRAM DESIGN & DEVELOPMENT

Tracking Sheet

Use this tracking sheet to record information about each one of the Hearts N' Parks programs that uses performance indicators.

Site Name
and Location: _____

Program
Name: _____

If you are running multiple programs under a common name, please specify which one this is:

1. Number of participants at start of program: _____ Start Date: _____

2. Number of participants at completion: _____ Completion Date: _____

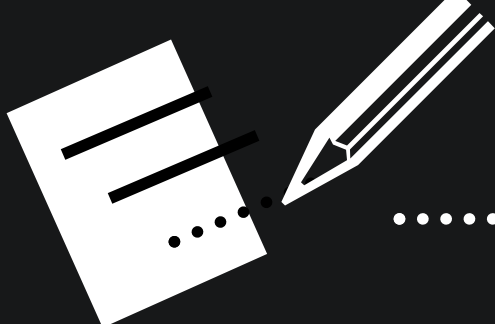
3. Total length of program (in weeks and days): _____

Names and Date(s) of Pretest: _____

Names and Date(s) of Posttest: _____

4. How many days per week did your program run? _____

5. How many hours per day did it run on average? _____



6. People Served: (check all that apply)

☐ Children ☐ Adolescents
☐ Young Adults ☐ Adults
☐ Older Adults ☐ At-Risk Group (specify): _____
☐ Special Population (specify): _____

Approximate Numbers: Male _____ Female _____

7. Permission Secured:

Parental information letter _____
Participant release form _____
Other: _____

8. Recreational Objectives: (based upon your department or program goals)

a. _____
b. _____
c. _____

9. Target Areas:

☐ Physical Activity ☐ Nutrition ☐ Both

10. Change Level: (please check all that apply)

☐ Knowledge ☐ Skill ☐ Attitude ☐ Behavior

11. Outcomes - On the basis of the decisions made above, please select the appropriate outcomes:

☐ Increase participants' knowledge of leisure-time physical activity
☐ Increase participants' skill levels in leisure-time physical activity
☐ Improve participants' attitudes towards physical activity
☐ Increase participants' levels of physical activity
☐ Increase participants' knowledge of healthy eating
☐ Increase participants' skill levels related to healthy eating
☐ Improve participants' attitudes towards healthy eating
☐ Increase participants' level of healthy eating

12. Specific Program Activities Designed to Support the Outcomes:

- a. _____ Date: _____
- b. _____ Date: _____
- c. _____ Date: _____
- d. _____ Date: _____
- e. _____ Date: _____
- f. _____ Date: _____
- g. _____ Date: _____
- h. _____ Date: _____

13. How many coordinators helped run the program? _____

14. Program/Testing Coordination:

Staff Orientation & Training for Program Activities

Date(s): _____ By whom: _____

Staff Orientation & Training for Pre- and Posttesting

Date(s): _____ By whom: _____

15. Please list the different types of materials (i.e., educational, instructional, and activity-based materials) used in your program or distributed to participants:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____



Introductory Letter

Send this letter home to parents of the children in your Hearts N' Parks program. It will introduce Hearts N' Parks and obtain both their support of the program as well as their permission for their child to participate.

[On Agency Letterhead]

Dear Parent,

Did you know that the prevalence of overweight and the trends in overweight for children and adolescents in the U.S. population is on the rise and is the highest it has ever been? Did you know that recent data shows a decline in vigorous amounts of physical activity in the nation's youth?

Participation in leisure time physical activity and changes in heart-healthy eating have the potential for improving the health and well-being of our children. To better meet this potential, the _____ [fill in the name of the department] has joined with the National Recreation and Park Association (NRPA) in cooperation with the National Heart, Lung, and Blood Institute (NHLBI) of the National Institutes of Health to implement a Hearts N' Parks program in our community.

As part of this process, your child will be asked to complete short quizzes from the NRPA with questions about heart-healthy behaviors and new physical activities they have learned during their recreation program with us. We welcome your cooperation with this project. If you have any questions or would like to learn more information about this project, please feel free to contact us at the Park and Recreation Department. Our project coordinator is _____ [insert name] and can be reached at _____ [insert phone number].

We have enclosed a permission slip for you to sign and return, allowing your child to participate in the Hearts N' Parks program.

Thanks so much, and we look forward to providing your child with a safe, healthy, and fun experience.

Sincerely,

[Name]

[Title]

[Office]



Consent Form for **Parents**

Thank you for joining us in the Hearts N' Parks program being conducted by the _____ (name of site) in cooperation with the National Heart, Lung, and Blood Institute (NHLBI) and the National Recreation and Park Association (NRPA).

I, [your name], understand that my child will be asked to answer questions related to his/her knowledge, attitudes, and behaviors regarding heart-healthy eating and physical activity. All of his/her answers will be kept confidential and his/her individual scores will not be reported to anyone. Only group scores will be used to gain some understanding of whether the Hearts N' Parks program impacted the group's knowledge, attitudes, or behaviors in regard to heart-healthy eating and physical activity. In addition, my child's name will not appear on any of the tests that he/she completes.

I also understand that if my child is uncomfortable answering any of the questions, he/she is free to not answer them. Refusing to answer any questions will in no way affect my child's participation in any of the programs.

Signature

Date



Consent Form for **Adults**

Thank you for joining us in the Hearts N' Parks program being conducted by the _____(name of site) in cooperation with the National Heart, Lung, and Blood Institute (NHLBI) and the National Recreation and Park Association (NRPA).

I, [your name] , understand that I will be asked to answer questions related to my knowledge, attitudes, and behaviors regarding heart-healthy habits of nutrition and physical activity. All of my answers will be kept confidential and my individual scores will not be reported to anyone. Only group scores will be used to gain some understanding of whether the Hearts N' Parks program impacted my group's knowledge, attitudes, or behaviors in regard to heart-healthy eating and physical activity. In addition, my name will not appear on any of the tests that I complete.

I also understand that if I am uncomfortable answering any of the questions, I am free to not answer them. Refusing to answer any questions will in no way affect my participation in any of the programs.

Signature

Date

